

“LETTING YOU KNOW”

The Illinois Department of Transportation is interested in maintaining close communications with industry. This newsletter highlights subjects which we believe will be of interest to you.

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PRESENTATION OF THE CONTRACTOR OF THE YEAR AWARDS:

Following past tradition, Contractors of the Year will receive their awards from Secretary Martin at meetings of the various contractor associations. A photo exhibit of statewide projects nominated for the 2005 program will be on display at these meetings. The exhibit will also be on display in the lobby of the Harry R. Hanley Building from January 16-20, 2006.

BONDING A CONTRACT:

If awarded a contract, the contractor must provide, and have approved, a Payment and Performance Bond. The department will send the bond form along with the contract, information regarding insurance requirements, and other documentation to the contractor after award. The firm has 15 calendar days to return the correctly completed documents.

The Bond must be from a Surety Company approved by IDOT. The department utilizes the US Treasury's Circular 570 to determine the eligibility of the Surety Company. This list may be found at <http://www.fms.treas.gov>.

The Performance Bond must be for the entire amount of the contract and issued by a firm authorized for the underwriting of at least that amount. It is possible to utilize more than one Surety to bond a contract. For example, if the contract is for \$10,000,000 and one Surety is limited to \$7,000,000, another Surety with at least \$3,000,000 must be added to cover the entire \$10,000,000.

Projects let as part of the Small Business Initiative program as a Set-Aside do not require a Bid Bond, but they **DO** require a Payment and Performance Bond.

Bidders are advised to determine the cost of and to secure bonding before bidding a project. The bonding cost is incidental to the contract and must be included in your bid.

If you have any questions, please contact the Contracts Office at (217) 782-7806.



Illinois Department of Transportation

**IDOT FORMS
MANAGEMENT
PROGRAM UPDATE:**

Effective January 2006, the Illinois Department of Transportation is implementing a new forms management program that incorporates the ISO 9001:2000 standard which contains requirements for document control for a quality management system. The ISO 9001:2000 document control standard requires that IDOT:

- identify changes and the current revision status of documents
- provide the most recent version of a document
- set controls in place to prevent the unintended use of outdated and obsolete documents

Below are some changes that will affect you as an IDOT customer:

- All form changes will be announced on IDOT's web site at <http://www.dot.il.gov/FormsManagement/default.html>, and we will be adding a "Frequently Asked Questions" section in the near future.
- We will be removing the ISO number from the forms. All IDOT forms will be controlled in the same manner; therefore, the need for unique identifiers for forms related to ISO 9001:2000 processes will be eliminated. Some examples are the BC 22, Authorization of Contract Changes (ISO CF-730-001) and the BC 107, Final Acceptance of Improvement (ISO CF-720-002).
- Everyone is responsible for using the most recent version of forms by accessing them from their original location (IDOT's web site). Do not save copies of forms to your local drives or networks, as this increases the risk for use of an obsolete form, which may be rejected.

IDOT will start developing forms in multiple applications, depending upon the requirements of the form and its intended use. Forms will be developed in Microsoft Word, Microsoft Excel or web-enabled forms.

**TO ALL PAINTING
CONTRACTORS:**

The Annual Painting Contractors/IDOT Meeting is scheduled for March 29, 2006 at the IDOT Annex Building, 3215 Executive Drive, Springfield, Illinois. There will be more details here and by mail to the Painting Contractors in the near future.

**EMPLOYEE
WORKFORCE
PROJECTION:**

Recently, there have been several errors, problems and questions concerning the Employee Workforce Projection (BC 1256).

All bidders on construction contracts shall complete and submit, along with and as part of their bids, a Bidder's Employee Utilization Form (BC 1256) setting forth a projection and breakdown of the total workforce intended to be utilized on this project including a projection of minority and female employee utilization in all job classifications on the contract project.

The bidder must include its projected workforce and that of any and all subcontractors. This requirement is located on pages 16-18 of each proposal.

No work may start until the Employee Workforce Projection has been approved.

**APPRENTICESHIP AND
TRAINING
CERTIFICATION:**

ALL bidders on **ALL** state funded projects **MUST** complete paragraph K. Apprenticeship and Training Certification on page 9 of the proposal. Failure to complete this paragraph will cause the bid to be declared not responsive and not read.

Bidders are reminded that they are responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project as reported on the Construction Employee Workforce Projection (BC 1256) and returned with the bid is accounted for and listed. Types of work or craft work that will be subcontracted shall be included and listed as subcontract work.

If you have any questions, please contact Jim Duncan at (217) 782-7806.

**CONTRACTOR
PERFORMANCE
EVALUATIONS:**

On December 1, 2005 the districts began entering Contractor Performance Evaluations from the 2005 construction season into the Average Weighted Performance database. These include evaluations from IDOT contracts and Local Agency evaluations for all federal, state and MFT-funded projects where prequalification of bidders is required. The districts should distribute these evaluations to contractors and allow an opportunity to review and comment. These evaluations are utilized to calculate a Performance Factor which is used when calculating the contractor's work ratings.

**DBE REPORTING
REQUIREMENTS:**

The purpose of CFR 49.26.11 is to maintain as accurately as possible, data regarding DBE and non-DBE contractors and subcontractors. In order for IDOT to comply with the requirements outlined in this statute, the following submittals will be required for each contract being finalized beginning January 1, 2006.

BC 2115: Subcontractor Payment Agreement. This is a new Bureau of Construction form that will document which non-DBE subcontractors worked on the contract and the actual amount the prime contractor paid to each non-DBE subcontractor. The BC 2115 will be completed by the prime contractor and submitted to the district office at the completion of the contract as a part of the final papers packet. Failure to submit this form with the final packet may result in a delay of the final voucher/final payment.

SBE 2115: DBE Payment Agreement. This is an existing Bureau of Small Business Enterprises form that documents which DBE subcontractors worked on the contract and the actual amount the prime contractor paid to each DBE subcontractor. The SBE 2115 will be completed by the prime contractor and submitted to the district office at the completion of the contract as a part of the final papers packet. Failure to submit this form with the final packet may result in a delay of the final voucher/final payment.

STAY INFORMED!

Keep in touch with your representative on the IDOT/Industry Policy Committee and IDOT/Industry Joint Co-op Committee.